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Justice Bulletin

Montana Board of Crime Control

*A Publication of the Montana Board of Crime Control 3075 N. Montana, PO 201408 Helena, MT 59620-1408
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Request for Proposals (RFP)

#09-02 (B) Safe and Drug-Free Schools and Communities (SDFSCA)

New subgrantees must register online at www.mbcc.mt.gov
at least five (5) days prior to submitting the online application.

Proposal Deadline: January 5, 2009

Project Dates: July 1, 2009, to June 30, 2010

I. Overview

The Montana Board of Crime Control (MBCC) is soliciting proposals for youth-oriented substance abuse and violence prevention programs to be funded by the Federal Safe and Drug-Free Schools and Communities Act (SDFSCA). Approximately \$276,130 will be available during fiscal year 2009-2010, depending upon the availability of federal funds.

SDFSCA grants require an incremental cash or in-kind match. The requirements are addressed in Section V, Program-Specific Information. Tribal governments are not exempt from the match requirement.

The total eligibility period is 12 months, with the possible continuation of funding for an additional 36 months, depending on availability of federal funds. Applications for continuation funding must be submitted annually. SDFSCA subgrantee continuation programs in good standing will be given first priority for funding; however, funding is considered on a year-to-year basis and is not guaranteed.

Note: Because federal funds are not always available immediately following the award date, programs should prepare for this contingency.

II. Eligibility

Eligible applicants include units of local governments, tribal governments, nonprofit organizations, and local educational agencies.

Private nonprofit agencies must document their nonprofit status.

The Federal Funding Accountability and Transparency Act of 2006 (Transparency Act) takes effect January 1, 2009. Applicants for federal awards are required to have a DUNS number and to maintain a current registration in CCR. To obtain a DUNS number online, go to www.dunandbradstreet.com or call the Dun & Bradstreet hotline at 1-866-705-5711. The DUNS

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number is required as part of registration with CCR. To register with CCR, go to www.ccr.gov; call 1-888-227-2423 or 1-269-961-5757 with any questions.

Note: You must renew your CCR registration once a year. If applicants fail to renew their CCR registration, the grant application may not be submitted.

III. Application Deadline

Applications for RFP #09-02 (B) Safe and Drug-Free Schools and Communities Act must be submitted online on or before January 5, 2009, at 5 pm.

IV. Registration

Register online at www.mbcc.mt.gov at least five (5) days prior to the January 5, 2009, application deadline. Create your login ID, using 4 to 20 characters with no spacing or punctuation. Passwords must be at least 8 characters (at least 1 letter and 1 digit) and are case-sensitive. No special characters or punctuation is allowed. Enter New User and Agency Information, including the Federal Employer or Payee Identification Number (FEIN).

V. How to Apply

Go to www.mbcc.mt.gov and select Grants, then Online Application. Log in and choose an RFP by selecting File a New Application. Select the RFP for which you are applying. Complete the online application, and mail the signature page, letters of support, and proof of nonprofit status.

Assistance

If you need assistance with the application, please call our office at 406-444-3604. If you have questions regarding the application content, please contact the following staff:

Fiscal Staff
Glenda Grover
ggrover@mt.gov

Phone
444-2085

Program Staff
Julie Fischer
jfischer2@mt.gov

Phone
444-2056

Crime Data

Agencies needing crime data to complete their applications can request the information at mbcc@mt.gov.

Receipt Verification

- All applicants will be informed in writing that their application has been received and will be assigned a grant number and an MBCC contact person.

Late Applications

- New project applications that are received past the due date will not be considered during the current cycle;

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- The first late submittal for continuation project applications will require an appearance before the Application Review Committee of the MBCC to request consideration. According to MBCC policy, the second late submittal requires the application be returned and not considered during the current cycle.

VI. Program-Specific Information

Project Period

The project period begins July 1, 2009, and concludes June 30, 2010.

Goals, Objectives, and Deliverables

The purpose of this grant is to provide communities with funding to implement scientifically-based, youth-oriented, drug and violence prevention programs (Promising, Best, or Exemplary Programs) that are guided by the principles generally described as the Risk and Protective Factors Approach (see application package) in the field of prevention. Projects should demonstrate a link to their local education agencies.

Additionally, in keeping with the guidelines from the U.S. Department of Education and the Montana Office of Public Instruction, programs must follow the **Principles of Effectiveness** in their planning and implementation of the project.

Principles of Effectiveness

1. Program is based on a thorough assessment of objective data about drug and violence problems in the schools and communities to be served. Data may be obtained through the current Prevention Needs Assessment Survey 2006 and/or Montana Youth Risk Behavior Survey 2007, and/or additional data collected through school database.
2. Program is based on an established set of performance measures. Program is designed to meet goal and objectives (one goal and no more than three objectives). Ensure that the communities to be served by the program have a safe, orderly, and drug-free learning environment.
3. Program is based on scientifically-based research that provides objective evidence that the program will reduce violence and illegal drug use. **Must indicate in the application Executive Summary section whether the program is a Promising, Best, or Exemplary Program.**
4. Program is based on an analysis of data reasonably available at the time, of the prevalence of risk factors, including high or increasing rates of reported cases of child abuse and domestic violence; protective factors, buffers, assets; or other variables in school and communities in the local area identified through scientifically-based research. See application package. The most current Montana Prevention Needs Assessment (2006) or Montana Youth Risk Behavior Survey (2007) can be used for your area.

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5. Program includes meaningful and ongoing consultation with, and input from, parents in the development of the application and administration of the program activity.
6. Program undergoes periodic evaluation to assess its progress towards the performance measures indicated in the application related to identified risk factors and protective factors.
7. Program evaluation results are used to refine, improve, and strengthen both the program and its evaluation design, and to inform the public.

Authorized Activities, in Addition to the Above

- Age-appropriate and developmentally-based activities;
- Activities that involve families, community sectors (which may include appropriately-trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs;
- Disseminating information about drug and violence prevention to schools and communities (information dissemination must be part of a larger comprehensive program);
- Professional development of, training for, and involvement of, school personnel, pupil services personnel, parents, and interested community members in the following areas: prevention, education, early identification and intervention, mentoring, or rehabilitation referral as it is related to drug and violence prevention;
- Alternative education programs or services for violent or drug-abusing students that reduce the need for suspension or expulsion or that serve students who have been suspended or expelled from the regular educational settings, including programs or services to assist students to make continued progress toward meeting the state academic achievement standards and to reenter the regular education setting;
- Developing and implementing comprehensive, community-based drug and violence prevention programs that link community resources with schools and integrate services involving education, vocational and job skills training and placement, law enforcement, health, mental health, community service mentoring, and other appropriate services;
- Drug and violence prevention activities;
- Community service, including community service performed by expelled students, and service-learning projects that encourage drug-free and violence-free lifestyles; and
- Evaluation programs and activities assisted under this Act.

Priority Projects

Priority will be given to programs and activities that prevent illegal drug use and violence for

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students in the kindergarten through twelfth grades:

1. Children and youth who are not normally served by state educational agencies or local educational agencies; or
2. Populations that need special services or additional resources (such as youth in juvenile detention facilities runaway or homeless children and youth, pregnant and parenting teenagers, and school drop-out[s]).

Special Consideration

Special consideration will be given to subgrantees pursuing a comprehensive approach to drug and violence prevention that includes providing and incorporating mental health services related to drug and violence prevention in their program.

This section includes a table that details the requirements for the objective, performance measures, and the data each subgrantee must provide. In the case of law enforcement agencies, this would be an excellent place to include the crime data reporting requirement.

Cash or In-Kind Match

The MBCC adopted a policy that requires all SDFSCA applicants provide an incremental cash or in-kind match. The table below shows the cash or in-kind matching requirements:

<u>Year</u>	<u>Local Match</u>	<u>MBCC Funds</u>
First	10%	90%
Second	10%	90%
Third	20%	80%
Fourth	20%	80%

Contact Glenda Grover (444-2085) or Don Merritt (444-2076) if you need assistance in determining your match requirement. Additional assistance may be found online under MBCC Subgrant Application Guidelines – Local Match.

VII. Performance Measures

Performance measures must include goals that relate to reduced violence or drug use. Recipients may also adopt goals related to changing attitudes that are predictors of or precursors to youth drug use or violent behavior or goals related to the quality of program implementation (www.ed.gov/programs/dvpformula/guidance).

VIII. Application Requirements

All applications must include the following:

- | | |
|--|--|
| <input type="checkbox"/> Face Sheet | <input type="checkbox"/> Budget and Budget Narrative |
| <input type="checkbox"/> Executive Summary | <input type="checkbox"/> Budget Detail Worksheet |
| <input type="checkbox"/> Project Narrative | <input type="checkbox"/> Special Assurances and Conditions |
| • Needs Assessment | <input type="checkbox"/> *Nonprofit Status |

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- Project Goals
 - Project Objectives
 - Implementation Plan
 - Evaluation
 - Future Funding/Sustainability Plan
- ☐☐

*Letters of Support

*Signature Page

***Mail original copies of the signature page, current letters of support, and documentation of nonprofit status to the following address:**

MBCC
3075 North Montana
PO Box 201408
Helena, MT 59620-1408

Face Sheet

The face sheet is automatically generated in the online application system. The face sheet identifies the applicant, the Online Subgrant Application System (OSAS) ID, the project director and agency budget representative, the project title, the date the application was received, the project duration dates, and the project budget.

Executive Summary

Briefly summarize the scope of your project, state the problem or need, objectives and outcomes to be gained, and the total cost of the project. This section should be limited to 4 double-spaced, 12-point font pages.

Project Narrative

Submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. Material required under the Budget and Budget Narrative and Other Attachments sections will not count toward the program narrative page count. MBCC may deem applications that do not adhere to the required format to be ineligible for consideration. The program narrative describes the applicants approach for the SDFSCA program in his/her community. The program narrative must be written in a 12-point font, double-spaced, and contain the following components:

Project Description. Provide a detailed description of how the agency will use SDFSCA grant funds, including a realistic sustainability plan if future federal funds are not available. Use the following outline to create a complete program description; sections a – f must be kept to 24 pages or less:

- a. **Needs Assessment.** Document the need and explain the problem. Include relevant facts, statistics, or other measures of the problem/need. Applicant must clearly describe the target population affected by this project and reference youth-specific data from the 2007 Prevention Needs Assessment or the 2008 Youth Risk Behavior Survey for the community, not statewide.
- b. **Project Goals.** Provide a broad statement, written in general terms, that conveys the

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program's intent to change, reduce, or eliminate the problem described. Outline the specific goal(s) of the project.

- c. **Project Objectives.** Identify the specific milestones aimed at achieving the goal(s). Objectives must state a date when a milestone will be reached and be specific, measurable, achievable, realistic, and tangible.
- d. **Implementation Plan.** Describe specific steps that will be taken or projects that will be funded to accomplish each objective. A suggested format is a table or action plan listing the objective(s), the responsible party, the timeline, how each objective will be accomplished, projected costs, and resources needed. Be certain to attach letters of agreement and support if other agencies are involved.
- e. **Evaluation.** Document the data you intend to collect to verify that the objectives have been met. Clearly state what data will be collected, how, by whom, and when.
- f. **Future Funding/ Sustainability Plan.** Applicants must include a plan that outlines how the project intends to be funded in the future. The plan should address the current year funding plan, estimated funding requests for the subsequent year, the estimated total length of federal funding you anticipate seeking, and a general description of funding in the final year of support.
- g. **Budget and Budget Narrative.** Applicants must provide a budget that is (1) complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations to demonstrate how the applicant arrived at the total amount requested; and (3) provides a brief narrative to link costs with project activities. The narrative should demonstrate that all costs are reasonable.
- h. **Budget Detail Worksheet.** Applicants must submit a budget that includes both a detailed worksheet itemizing the costs and a narrative explaining and justifying each budget item.

Special Assurances and Conditions. The subgrant application contains a list of Special Assurances and Conditions that are part of the contract between MBCC and the subgrantee upon award. The signature page binds the applicant to the Special Assurances and Conditions.

Signature Page. Original signatures are required. When awarded, the application forms a contract between the applicant and MBCC. The signatures are binding. Duplicate responsibilities are not allowed. No single person can sign as Agency Representative and Project Director. The official budget representative must be a person with budget-setting authority, generally a mayor, chairperson, department director, etc.

All successful applicants for MBCC grant award funds must agree to the following conditions:

- 1. Submit quarterly narrative, data, and financial reports **in the prescribed format according to MBCC time frames.**
- 2. Report on individual participants served, according to prescribed criteria. All projects accepting funds from this source must agree to provide this information. This

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requirement comes from the U.S. Department of Education.

3. It is strongly recommended that applicants or project personnel attend one of the MBCC's grant management workshops. This training targets personnel who work directly in the program and fiscal areas of the project.
4. Mail original copies of the signature page, current letters of support, and documentation of nonprofit status to the following address:

MBCC
3075 North Montana
PO Box 201408
Helena, MT 59620-1408

IX. Special Requirements

Crime Data Reporting

If the grant is for a law enforcement agency, the law enforcement agency must report crime data to the MBCC. The crime data must be compliant with the Montana Incident-Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant and has plans to become compliant, the agency may submit a Memorandum of Understanding (MOU), and the MBCC will decide if the MOU justifies a waiver until the agency becomes compliant. Contact MBCC staff if you are unsure of your status. For more information please contact Jimmy Steyee (406-444-4298; jsteyee@mt.gov) or Kathy Ruppert (406-444-2084; kruppert@mt.gov).

Juvenile Court Assessment and Tracking System (JCATS)

If the grant is for a juvenile probation office, the office must participate in JCATS, which manages data for juvenile probation and all data regarding offenses and the offender, including placements and services provided to youth.

X. Limitations and Fund Use

Review this list carefully. If you have any questions, call MBCC prior to submitting your proposal.

1. Purchase of equipment must be integral and necessary for the project.
2. Construction, in general, is prohibited.
3. Land acquisition is prohibited.
4. Supplanting is prohibited.
5. Consultant costs must follow the applicable federal grant guidelines, Office of Management and Budget Cost Principles A-122, A-87, or A-21, and state policy.
6. Calculating and reimbursing cost for mileage, per diem, and lodging cannot exceed state rates. For more information go to mt.gov/doa, click on Resources, and click on State Travel Information for travel policy and hotel listings. Call for instructions regarding out-of-state travel.
7. Indirect costs are **not** allowable.
8. Pre-agreement costs are not allowable.

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9. Rental costs are limited to fair market value for similar facilities in your locality. Rental rates in excess of this amount will need special approval.
10. General salaries and personnel costs are allowable.
11. Funds may not be expended or obligated prior to July 1, 2009.
12. Purchase or lease of vehicles is **not** permitted. Mileage will be allowed at the current approved state rate.
13. Uniform allowances will not be permitted.
14. If your agency receives less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant.

Note: Agencies receiving \$500,000 per year or more in total federal assistance will be required to have an audit performed, in accordance with Federal Circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.

Food and beverage items may be allowable if costs meet the following guidelines: 1) the food and beverage items are incidental to a work-related event; 2) the costs are documented and reasonable; and 3) food and beverage items are not directly related to amusement and/or social events. MBCC will approve such items only if the applicant justifies the expense as a clear benefit to the grant project. All food and beverage items must receive prior approval from MBCC.

XI. Other Attachments

No other attachments are required.

XII. Selection Criteria

Awards

MBCC staff will conduct an initial screening of the proposal to check for completeness of the application. The fiscal staff and program manager will review the applications and summarize their findings to the Prevention Committee of the MBCC for their recommendations.

The Application Review Committee of the Board will review proposals during their February 2009 meeting. Immediately following the review of the applications by the Application Review Committee, a notice will be sent to the applicant agencies with the recommendation that will be presented to the Board. The Application Review Committee will recommend award; recommend denial; or seek additional information or clarification prior to recommendation.

The MBCC Board will review all of the committee's recommendations and make the awards. Applicants are strongly advised to adhere closely to all deadlines and requirements. The inability to abide by deadlines is considered a significant reason to recommend denial of the application.

Appeals

If an application is recommended for denial, the applicant may appeal the recommendation to the full Board **if there are substantive reasons**. Lack of funding is not considered a substantive

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reason for appeal. Notice of appeal must be made in writing to the Executive Director of the Montana Board of Crime Control at least 10 days prior to the Board meeting.